

CHART SUTTON PARISH COUNCIL

Minutes of the Full Council Meeting held at Chart Sutton Village Hall Monday 8th September 2025 at 7.45pm

Present: Cllr Steven Waring (Chair) Cllr Robert Sagrott Cllr Valerie Underdown
 Cllr John Killick Cllr Wendy Gatward

Steve Hill – Clerk
Cllr Stuart Jeffery (MBC)
Public – 0

25/16 Apologies for Absence

Apologies received and accepted for Cllr Brian Black (KCC), Cllr Kerry Dreger and Cllr Mike Brown.

25/17 Councillors Declaration of Interest

None declared.

25/18 Minutes of 14th July 2025 Council Meeting.

The minutes were proposed, seconded and resolved that the Chairman signs the minutes as a true and accurate record of the meeting.

25/19 Open Public Session

No public attendees.

25/20 Report from Borough Councillors & County Councillors

Report received from Cllr Black (KCC)

Cllr Stuart Jeffery (Leader of MBC): Stuart introduced himself as the leader of MBC and explained the responsibilities of MBC.

25/21 Crime Report:

Since the last meeting only one crime has been reported on the e-watch website for Chart Sutton:

- Between 22:00 on Monday 7th of July and 06:00 on Tuesday 8th of July in Chart Hill Road. Somebody stole a green Land Rover Defender, K1***, from a driveway.

Crime Report No. 46/117851/25 - Posted 11/07/2025

25/22 Climate Change & Biodiversity

Update from Cllr Sagrott – He has shared the minutes of the 30th July meeting and informed us that Anne Dawes (MBC) will be the new Chairman going forward. Carbon literacy training will be repeated later this year. ECO Hub event will take place again in October in Maidstone Mall.

Update from Cllr Killick on Clean and Green Group – Cleaned and trimmed around the Chart Sutton area, plus some litter picking.

25/23 Review of Policies:

- **Financial Regulations** – Modification from Cllrs were discussed and agreed and a new version will be submitted for approval at the next Parish meeting.
- **IT & Cyber Security – Resolution: Cllrs agreed and accepted the revised version.**

25/24 Parish Matters

- a. **Highways and other matters:** HIP update.
HIP Team call took place on the 20th August where discussions took place with the new KCC Rep Emily Rodgers to update HIP. Cllrs would like to add additional items, and these will be discussed and agreed at the next parish meeting.
- b. **Football Pitch:** Update.
A 50% payment received from Coxheath Football Club who play on Sunday Mornings as it was agreed by Chairman and Clerk to revert back old payment process. **Cllrs agreed to Ratify this decision.**
Resolution: to allow single game payments to be made by Bearsted FC.
Resolved: Cllrs agreed that single games can be paid at the rate of £65 per game.
Other issues raised this month have been the use of the football pitches by non-residents of Chart Sutton some evenings in the week, not considered a major issue but will be monitored. Complaints from residents regarding the parking on Sunday mornings too close to a driveway – FC have been asked to ensure cones are put out on football days, also to be monitored.
- c. **Play Area** – Inspection Report Date Nov 2025 – Clerk has arranged for inspection to proceed, **Cllrs agreed to ratify this decision.**
- d. **Local Neighbourhood Plan** – Update from Cllr Robert Sagrott.
Meeting took place on the 3 September between Steering Group and volunteer residents where it was agreed the various housing policies need to be identified and written. When agreed these will be used to evaluate future developments.
- e. **Bus Stop Grant – Resolution:** There is a KCC Grant scheme which has been developed to provide financial support to Parish Councils for the refurbishment or replacement of bus shelters that are in poor condition.
Resolved: Cllrs unanimously agreed and ratified the decision that is not required by Chart Sutton to bid for this funding at this time.
- f. **Claimed footpath – Resolution:** An application has been submitted for Claimed public footpath running from Rectory Lane to Forsham Lane at Chart Sutton and Sutton Valence. An application has been submitted under Section 53 of the Wildlife and Countryside Act 1981 that the Definitive Map of Public Rights of Way should be modified to show at public footpath status a route running from Rectory Lane to Forsham Lane at Chart Sutton and Sutton Valence on the basis of the public having used the route for an uninterrupted period of 20 years.
Resolved: Chart Sutton councillors considered and discussed the request and are unable to provide any evidence to support or negate the application, so must remain impartial.
- g. **Village Litter Pick** – Cllrs discussed and agree date to be the 18th October.

25/25 Reports from Committees and Representatives on other bodies:

- a) Chairman's – Playing field sign has fallen or been pulled over as the wooden poles have decayed, it will now be bolted to the metal fence. Rubbish was left by the fence and was therefore reported as fly tipping, the rubbish bin was also knocked over so was repositioned to its vertical state. The Chairman attended the memorial service held for the pilot who perished when he crashed avoiding the local school. The service was well attended by villagers and members of the Shaw family, relatives of the pilot.
Village Hall – Issues with the Solar Pannels scheme that allows for the "balance transfer" of excess electricity to the National Grid not producing revenue and the EV charging point is also not cost effective due to lack of use. Both items will be added to next month's agenda for discussion.
Village Shop – There are signs that business is improving, so hopefully it will continue to thrive.
- b) Councillors – The bi-annual meeting to be arranged with Golding Homes.
- c) KALC – Nothing to report.
- d) Clerks – Provided verbal update of actions from the last meeting.

Initials

25/26 Correspondence/Consultations

Communication received by the Clerk since last meeting.

- Complaints about Evening Football Pitch use
- Complaints about Parking on Sunday mornings

Discussed earlier in the meeting.

25/27 Financial Resolutions

- a. Financial statement and bank reconciliation was received and approved by councillors. Bank reconciliation statement signed by Cllr Steven Waring and Cllr Robert Sagrott.

Balances as of 31 August 2025:

Unity Trust Current Account: £ 1,297.35

Unity Trust Savings Account: £ 72,000.00

UTB Total Balance: £ 73,297.35

- b. To authorise payments made out of meeting and at meeting.

Payments made out of meeting:

UTB Ref:	Details	Amount	VAT*	Total	Auth
56	EDF – Pavilion electric supply	18.48		18.48	DD
58	JRB Enterprises – Dog Bags	120.75	24.15	144.90	SW & JK
59	HMC Tax an NI – L Windless	317.84		317.84	SW & JK
60	L Windless – Clerks Salary July 2025	929.16		929.16	SW & JK
61	S Hill – Clerks Salary July 2025	774.54		774.54	SW & JK
62	HMRC – S Hill	182.20		182.20	SW & JK
63	UTB Bank Charges	6.00		6.00	DD
64	Hugo Fox - monthly website fee	19.99	4.00	23.99	DD
66	BT - monthly broadband fee	30.18	6.04	36.22	DD
68	M. Fitzgerald - newsletter printing	350.00		350.00	SW & JK
69	EDF - pavilion electric supply	18.48		18.48	DD
70	Clerk July - Aug Expenses	871.15	169.31	1040.48	SW & RS
71	S Hill - Clerks salary August 2025	982.27		982.27	SO
73	Unity Trust - bank charges	6.00		6.00	DD
74	Hugo Fox - monthly website fee	19.99	4.00	23.99	DD
75	BT - monthly broadband fee	30.18	6.04	36.22	DD
TOTAL		4677.21	213.54	4890.75	

* VAT to be reclaimed

Payments for authorising at meeting:

UTB Ref:	Details	Amount	VAT*	Total	Auth
76	L Windless – Clerks salary Back Pay	108.89		108.89	RS & JK
77	Commercial Services - - LS 2144093 Q1	1644.56	328.91	1973.47	RS & JK
78	MBC Cleaning IN 2702725	70.02	14.00	84.02	RS & JK
79	Headcorn – Memorial Gardens Donation	100.00		100.00	RS & JK
80	BG Electrical - Pavillion BU/42/25	103.00		103.00	RS & JK
TOTAL		2026.47	342.91	2369.38	

* VAT to be reclaimed

c. To note income received since last meeting on the 14th July
Coxheath FC have paid 50% (£350) of the yearly fee, agreed due to lack of funds at the beginning of the year.

d. To consider other financial considerations and purchases.
Resolution – To Ratify decision confirmed by email to donate £100 to Headcorn request for Memorial Gardens Refreshments costs. **Resolved: Cllrs confirmed agreement to this donation request.**

Resolution – Cllrs to confirm the need to purchase a Laser Printer for Parish use, estimated cost circa £250.00 to be considered and agreed, consumables will be purchased as required. **Resolved: Cllrs agree to the purchase of a B/W printer.**

Resolution – Cllrs to discuss and agree the requirement to have a generic email account, for example xxx@GOV.UK, hosted on an authority owned domain. This is to ensue Assertion 10 is achieved before the end of 2025-26. **Not Resolved and deferred to next Parish meeting.**

e. To consider and agree UTB change of Admin

Resolution - The Clerk as the RFO to become the UTB Administrator and the position needs to be moved from the previous clerk to the new one for the Chart Sutton Account. **Resolved: It was agreed by all Cllrs that Cllr Killick and Cllr Sagrott to sign a new authority letter.**

f. To consider and agree UTB tidy-up removing old names and adding Cllr Mike Brown

Resolution – Once the Clerk is in the administration position the incorrect councillors on the UTB account are to be removed and Cllr Mike Brown is to be added as Authoriser and Signatory. **Resolved: The removal of old Cllrs names and the addition of new Cllr Mike Brown was unanimously agreed.**

25/28 Items for the Next Meeting.

To be proposed by Clerk.

25/29 Date of Next Meeting – Monday 13th October 2025

With no further business the meeting was closed at 10.12pm

Signed..... Chairman

Date.....

Initials